

# Functional Skills English

## Entry 3 Writing

### Sample Assessment



[www.cityandguilds.com](http://www.cityandguilds.com)  
May 2017  
Version 2.0

## Candidate's paper

Money

Length of assessment: 40 minutes

Candidate's name:

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City & Guilds enrolment number:

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Date of registration:

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Date assessment started:

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Date assessment completed:

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### Candidate's declaration:

I confirm that this assessment is my own work

Candidate's signature \_\_\_\_\_ Date \_\_\_\_\_

## Candidate's instructions

You have **40 minutes** to complete this assessment.

- Read each task carefully
- The maximum marks for each task are shown
- Complete **both** tasks
- You **may** use a dictionary

### You need the following:

- a pen with black or blue ink.

## Task 1 – Competition entry form

(Suggested word count 75 – 100 words)

You enter a competition to win £1000 for charity

Fill in the **Choose your Charity Competition!** entry form.

**13 marks**

### **Include information about:**

- which charity you are supporting
- the work the charity does
- why you support the charity
- why the charity should receive £1000.

### **You will be assessed on:**

- planning and drafting your writing
- organising your writing
- including relevant information
- writing clearly and in a logical order
- using some joining words e.g. and, as, but, or, because, when
- using correct spelling, punctuation and grammar.

**Plan your writing here.**

**Draft your writing here.**

A large, empty rectangular box with a thin black border, intended for the student to draft their writing. It occupies the majority of the page's vertical space.

Complete the competition entry form.



# Choose your Charity Competition!

Win £1000 for a charity of your choice

Your name .....

Your email address .....

Your entry

*Good Luck!*

Remember to check your work for accuracy including spelling.

## Task 2 – Letter

(Suggested word count 75 – 100 words)

You win the competition.

Write a letter to the charity you decided to support

**13 marks**

### **Include information about:**

- details of the competition
- why you want to give them the £1000
- ask when you can meet to hand over the cheque
- what you would like them to do with the money.

### **You will be assessed on:**

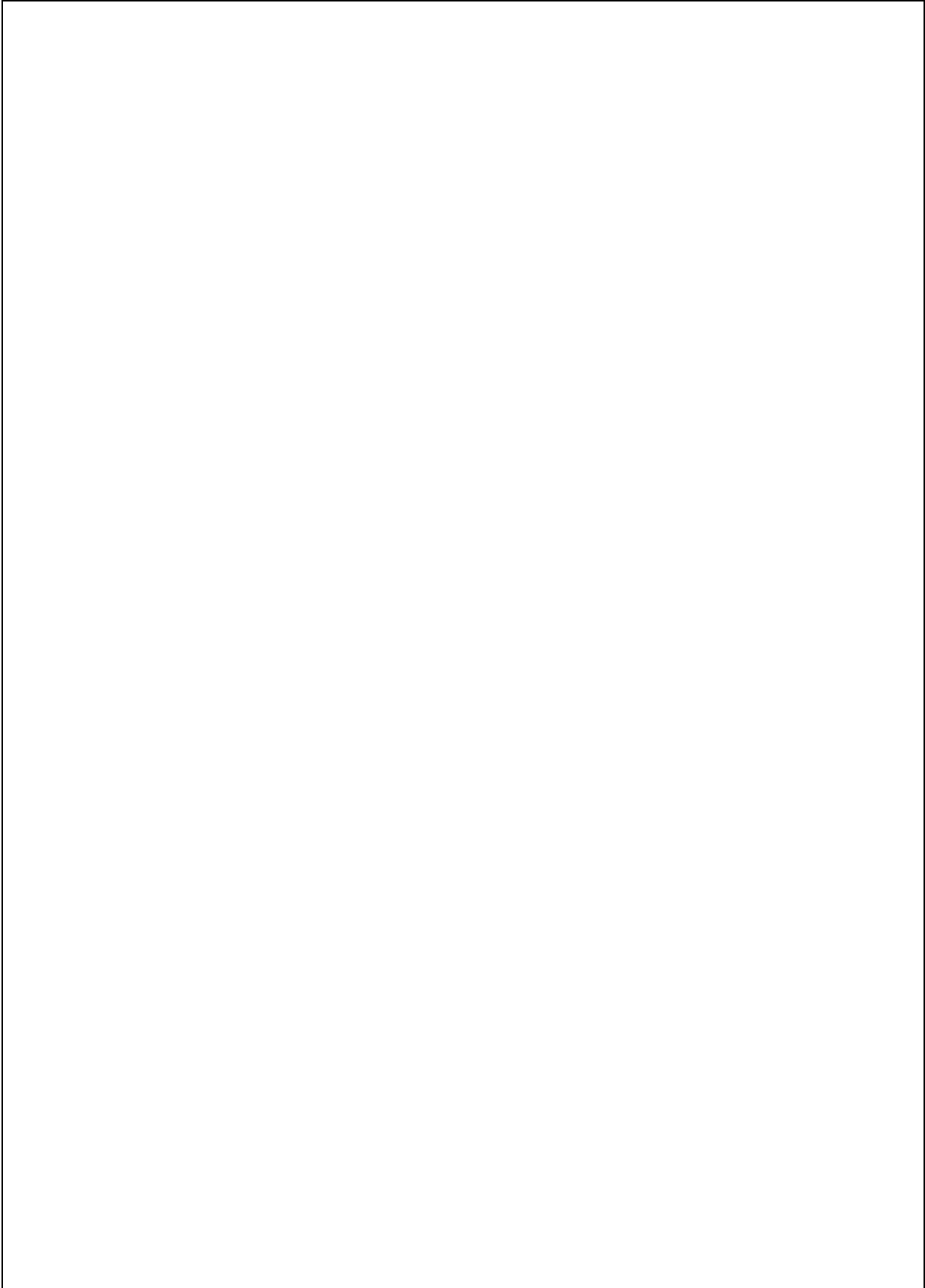
- planning and drafting your writing
- organising your writing
- including relevant information
- writing clearly and in a logical order
- using some joining words e.g. and, as, but, or, because, when
- using correct spelling, punctuation and grammar.

**Plan your letter here.**

**Draft your letter here.**

A large, empty rectangular box with a thin black border, intended for drafting a letter. It occupies most of the page's vertical space.

**Write your letter here.**



**Remember to check your work for accuracy including spelling.**

**End of assessment**